

## Weekly Update

Week of March 13, 2017

**Subject:** MySCLearning Updates – March 13, 2017

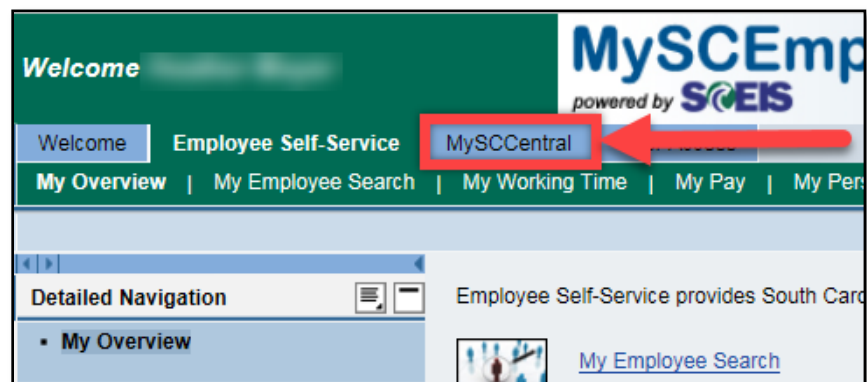
**Audience:** AST Leads, HR Directors

SAP updates SuccessFactors modules (e.g., Learning Management) four times a year. The SCEIS Team is pleased to provide the following four updates to MySCLearning effective March 13, 2017:

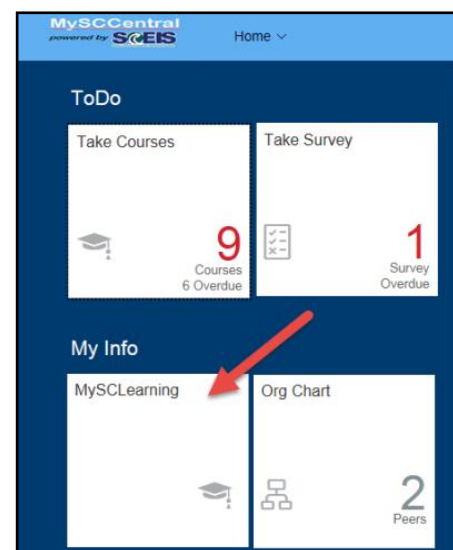
- **MySCCentral Landing Page**
- **Team Summary View for Managers**
- **Organizational Charts (Agency View)**
- **New Rating Scale for Surveys**

### MySCCentral Landing Page

Beginning Monday, March 13, users will access MySCLearning by using a new tab labeled “MySCCentral”. The MySCLearning tab will no longer appear on the main menu in MySCEmployee.



After clicking on MySCCentral, a landing page will appear and display a MySCLearning tile which will be used as the gateway to the learning management system.



## Weekly Update

Week of March 13, 2017

### New Rating Scale for Surveys

MySCLearning System Administrators have an additional rating scale to use for Survey's:

- N/A
- Strongly Disagree
- Agree
- Neutral
- Disagree
- Strongly Agree

**Title:** [REDACTED]

This Survey is anonymous

Submit Save Close Previous Page Next Page

**HHS 6 Level Test** Page 1 of 1

1. Do you agree this course was valuable to your job?

N/A	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Do you agree the learning experience met your expectations?

N/A	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

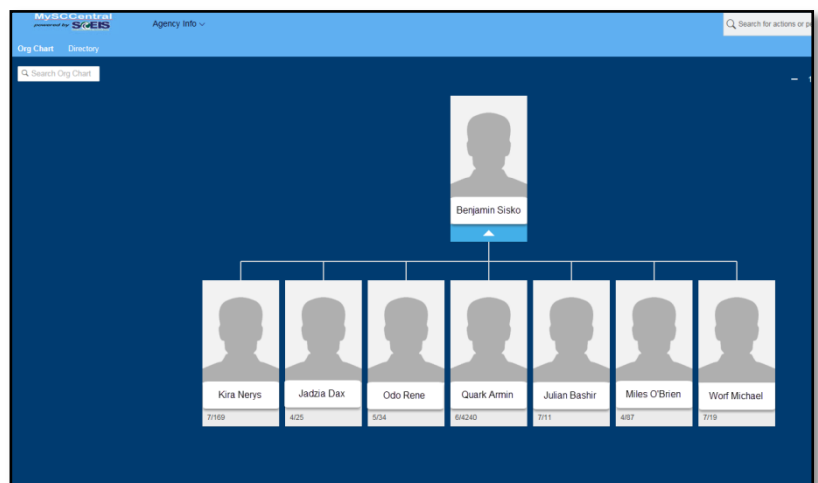
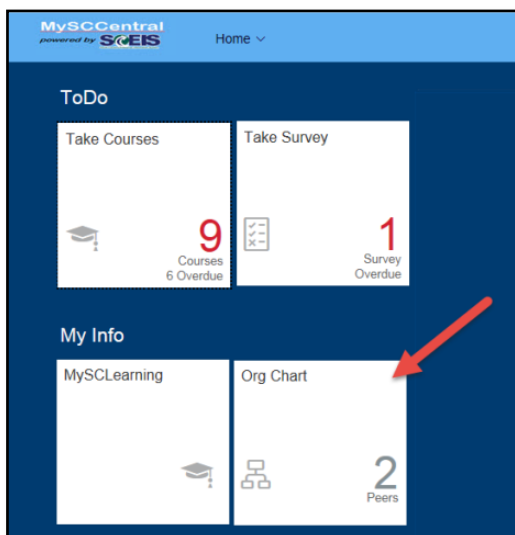
3. Do you agree that the learning environment was suitable to your needs?

N/A	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Save Close Previous Page Next Page

### Organizational Charts (Agency View)

The Organizational Chart provides employees an interactive view of the organizational hierarchy and reporting relationships. All MySCEmployee users will have access to a hierarchy view which includes their peers and overall agency employees. Please note: There is a one day data lag for this view of hierarchical information and the updates originate from your agency's work in the SCEIS Organizational Management Module. Incorrect information should be sent to the agency's HR department for correction.

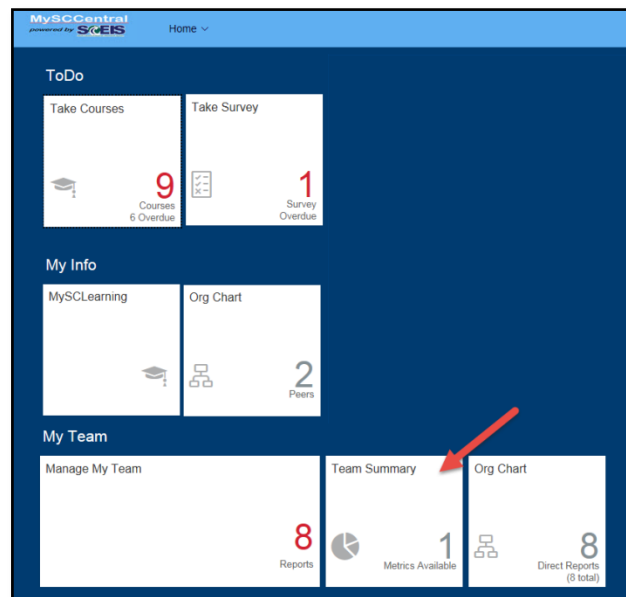


## Weekly Update

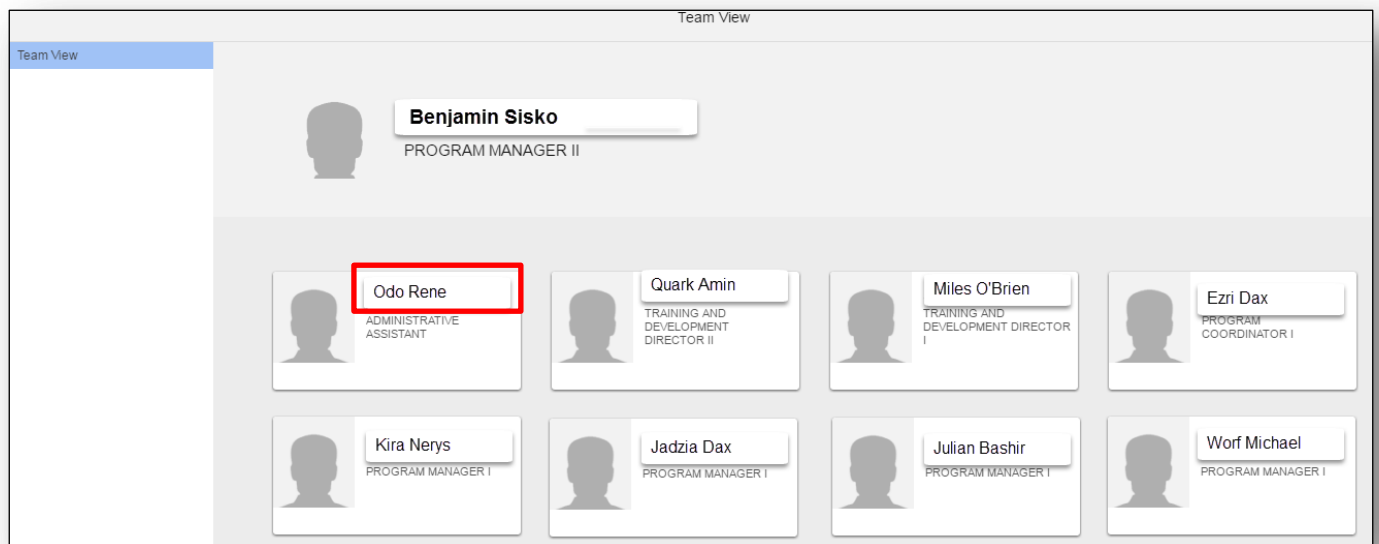
Week of March 13, 2017

### Team Summary View for Managers

The Team Summary tile allows managers to access a quick view of his/her team and employees' profiles. After clicking on Team Summary, a screen will appear that displays the Team View.



Managers may view an individual employee profile by clicking on an employee name in the Team View.




## Weekly Update

Week of March 13, 2017

Below is the employee profile view.

Odo Renee's Profile



ADMINISTRATIVE ASSISTANT

TALENT DEVELOPMENT

DEPARTMENT OF ADMINISTRATION

RICHLAND

Local time: Thursday, 08:23:50 AM

Business Phone:

Learning\_System\_Notification@admin.sc.gov

Take Action

PERSONAL INFORMATION

EMPLOYMENT INFORMATION

GENERAL INFORMATION

Personal Information

Personal Data

First Name

Middle Name


Last Name

Employment Information

Job Information

Department

Location



Manager

Title

TALENT DEVELOPMENT

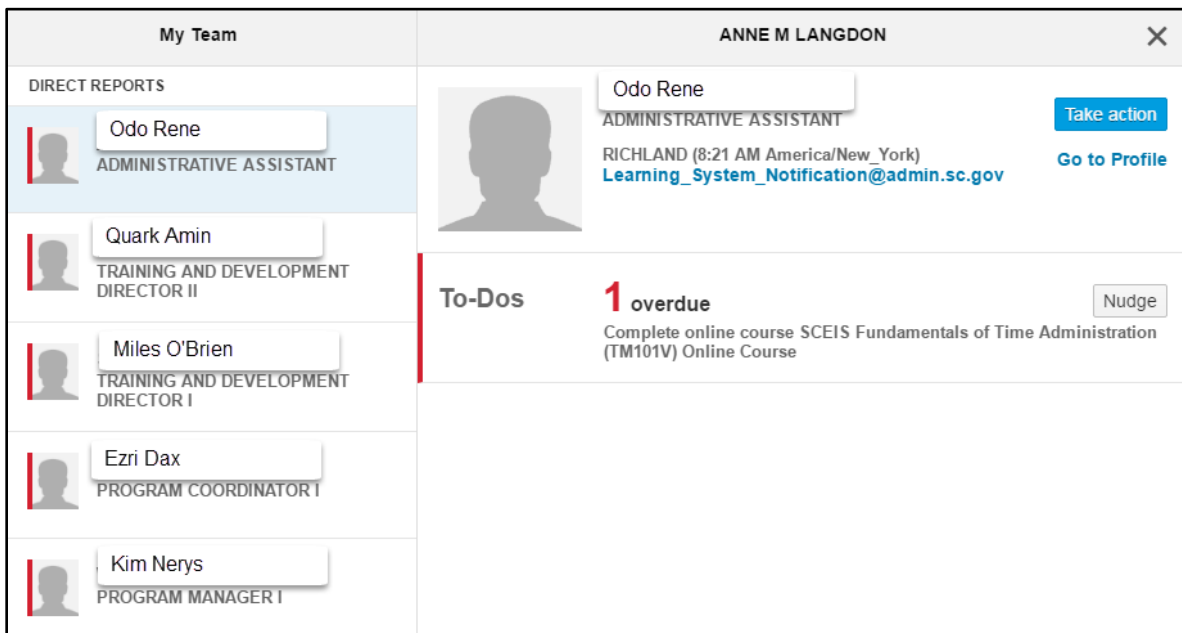
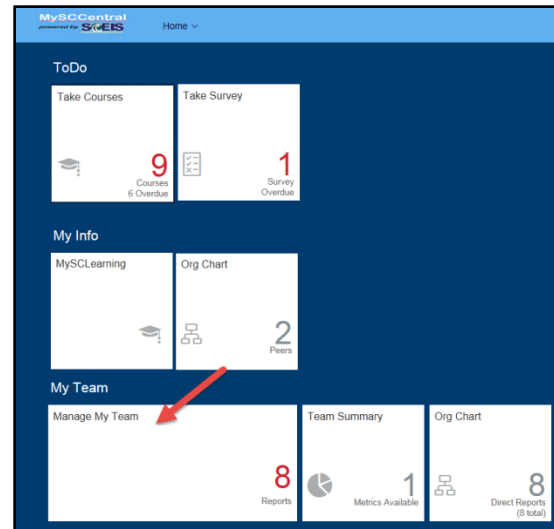
RICHLAND

ADMINISTRATIVE ASSISTANT

## Weekly Update

Week of March 13, 2017

Managers can also use the Manage My Team tile to view their individual team members. Please note: Employee data displayed originates from your agency's work in the SCEIS Personnel Administration Management Module and is on a one day data lag. Incorrect information should be sent to the agency's HR department for correction.



If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>